Clerk & Recorder - Records Preservation

Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records within the department and provide services to customers by:

- o Replacement of computers;
- Purchase new document management software:
- Maintenance of equipment;
- o Conversion of microfilm to digital format;
- Conversion of digital files to microfilm.
- Repair and preservation of historical paper records; and,
- Set aside funds for future records needs (shelving, cabinets, updates and equipment.

The Records Preservation Fund is used for operating and capital expenses with no money being used to pay wages or salaries of the Recording Personnel.

Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database).
- Convert remaining microfilmed records to digital images for use with the CRIS+plus system.
- Purchase new document recording software.
- Rebind more survey record books.

Recent Accomplishments

- Converted existing microfilmed records to digital images for use with CRIS+plus.
- Converted digital images to microfilm for archival purposes.
- Have increased revenues to the Records Preservation Fund by nearly 50% from previous fiscal year.
- Purchased 7 new computers for Recording Department.
- Rebound and laminated 64 survey record books.
- Purchased Eagle CM Document Management Software.

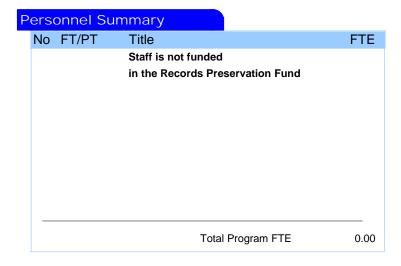
GENERAL GOVERNMENT

Clerk & Recorder - Records Preservation

Department Budget

Object of Expenditure		Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	eliminary FY 2007	Final FY 2007
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations		126,300	194,652	38,467	174,745	174,745	188,730
Debt Service		-	-	-	-	-	-
Capital Outlay		-	450,000	205,000	595,255	595,255	655,255
Transfers Out		-	-	-	-	-	-
	Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985
Budget by Fund Group							
General Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds		126,300	644,652	243,467	\$ 770,000	770,000	843,985
Debt Service Funds		-	-	-	-	-	-
Capital Project Funds		-	-	-	-	-	-
Enterprise Funds		-	-	-	-	-	-
Internal Service Funds		-	-	-	-	-	-
Trust & Agency Funds		-	-	-	-	-	-
	Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985
Funding Sources							
Tax Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues		126,300	120,000	232,050	180,000	180,000	180,000
Cash Reappropriated		-	524,652	11,417	590,000	590,000	663,985
	Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985

Department Personnel



Clerk & Recorder - Records Preservation

2007 Budget Highlights

Personnel

• Staff is not funded from Records Preservation

Operations

- Microfilm to digital file conversion.
- Digital image to microfilm conversion.
- · Historical book-binding and repair.

Capital

- Server/Printer/Plotter Reserve \$32,500, Project Reserves \$235,755
- Furniture \$3,500, Computers (5) \$12,500, Document Recording System \$310,000, Copier \$10,000, Color Module \$3,000, Microfilm Reader \$20,000, 11x17 Printer \$8,000, Filing Cabinets \$5,000, Document Management Software \$60,000

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.
- · Accessibility of land information.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

Staff has training opportunities available to them.

GENERAL GOVERNMENT

Clerk & Recorder - Records Preservation

WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators

			Actual	Actual	Estimated	Projected
Indicator		F	Y 2004	FY 2005	FY 2006	FY 2007
 Record preservation revenue of the converted digital records to mid. Converted microfilm records to the converted microfilm records to the converted microfilm record books. 	crofilm. digital format.	\$	166,234 167,887 142,090 7	\$ 148,638 153,09 143,716	2 185,399	160,000

Performance Measures

2 . Loaded and proofed converted digital records 100% 100% 100% 100%		Measure	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
	2	Purchased all computers budgeted for on schedule. Loaded and proofed converted digital records	6 100%	4 100%	7 100%	5 100% N/A

Commentary